STATE OF ALASKA

DEPT. OF HEALTH AND SOCIAL SERVICES
DIVISION OF PUBLIC ASSISTANCE

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Reply to: **All Local Agencies Memorandum No-08-02**

Date:	**December 7, 2007**	**Information- X**
		Policy- x
TO:	X-LA WIC Coordinators	Action- x
	X-Satellites	
		Routine (email and hard copy) -
FROM:	Kathleen Wayne	Urgent (fax and hard copy)- X
	State WIC Director	

SUBJECT: WIC Warrant Stock and AKWIC Check Number Policy

In order to meet state procurement requirements for monitoring state warrant issuance and warrant control requirements, we need to implement monitoring procedures at Local Agencies. Effective immediately, local agencies are required to complete the attached warrant stock and AKWIC check number tracking form. This process will monitor warrant paper and AK WIC check number usage to determine and help prevent fraud or abuse.

This form should be kept on file and will be reviewed during Management Evaluations.

Due to the current issue of printers spooling a blank sheet of warrant stock between print jobs, you will need to insert these pages into the printer as soon as you are able to without interrupting print jobs. The issue of printers spooling blank sheets of warrant stock will need to be resolved through a future AKWIC build.

WIC Warrant and Check Tracking Form

Agency Name: _____

Printer Location: _____

Directions:

At the beginning and the end of each day, write down the beginning and ending warrant stock numbers and AKWIC check numbers. Staff should initial after each column. This process will monitor warrant paper and AK WIC check number usage to determine and prevent fraud or abuse.

A form is required for each printer. Warrant paper must be removed from the printer each night and locked in a secured cabinet.

Date	Starting Warrant Stock Number	Initials	Ending Warrant Stock Number	Initials	Starting AKWIC Check Number	Initials	Ending AKWIC Check Number	Initials